

ANNUAL ACTION PLAN GUIDLINES



**REGULAR PROGRAMMES
2005-06**

NEHRU YUVA KENDRA SANGATHAN
AN AUTONOMOUS BODY OF THE MINISTRY OF YOUTH AFFAIRS & SPORTS,
GOVERNMENT OF INDIA

Nehru Yuva Kendra Sangathan

Annual Action Plan Guidelines

2005-2006

Nehru Yuva Kendra Sangathan
an autonomous body under the
Ministry of Youth Affairs and Sports
Government of India
East Plaza, Indira Gandhi Indoor Stadium

New Delhi

REGULAR PROGRAMMES

CHAPTER - III CONTENTS

I	Objectives	:
II	Guidelines for implementation of Regular Programmes	:
III	Voluntary Campaigns/ Drives for Social Awareness	:
IV	New Regular Programmes introduced for 2005-06	:
V	Regular Programmes - at a glance	:
VI	Regular programmes - Details	:
	1 Awareness Campaigns	:
	2 Youth Club Development Programme (YCDP)	:
	3 Vocational Training programme (VTP)	:
	4 Training in Self Employment Projects (TSEP)	:
	5 Work Camp	:
	6 Sports Promotion Programme	:
	7 Workshops and Seminars	:
	8 Cultural Programme	:
	9 Celebration of National and International Days and Weeks	:
	10 Youth Convention	:
	11 Adventure Promotion	:
	12 Local Need Based Projects/Programmes	:
VII	General instructions	:
VIII	Annexure	:
	I Formation of Youth Clubs	:
	II Societies registration act, 1860	:
	III Foreign Contribution (Regulation) Act (FCRA),1976	:

REGULAR PROGRAMMES OF NYKS

I. Objectives

Apart from achieving the over all objectives of Nehru Yuva Kendra Sangathan, conduct of regular programme has the following specific objectives:

- To organize rural youth in the form of village youth clubs on democratic norms.
- To generate awareness and educate rural youth about various local and national issues of importance for socio-cultural, environmental and economic development.
- To inculcate the spirit of voluntarism, co-operation, moral values, solidarity and nationalism among rural youth.
- To motivate rural youth to take up social welfare and community services programmes on voluntary basis.
- To coordinate with various development agencies and departments to link rural youth for their overall development.
- To build capacity and educate rural youth to act as planners, managers and implementers of various socio-cultural and economic development activities for their benefit and the community.
- To develop skills among rural youth for the establishment of self-supporting youth clubs.
- To encourage and promote self-supporting ventures through vocational training and entrepreneurship.
- To channelize and tap the potential and energy of rural youth for constructive activities for the development of modern technological India.
- To develop scientific temperament and personality of rural youth.

II. Guidelines for implementation of Regular Programmes

In order to achieve the set physical targets, each district Nehru Yuva Kendra during the year 2005-2006 has to organize a minimum of 43 regular programmes. For the organization of regular programmes, the **normal areas districts** would require **Rs. 2, 28,737/-** whereas **expensive areas districts** would require **Rs. 2, 45,725/-**.

III. Voluntary Campaigns/ Drives for Social Awareness

Before the start of the actual implementation of regular programmes, district NYK should organize campaigns/ drives for social awareness with the involvement of Youth Clubs/ Mahila Mandals, on issues affecting youth and youth club development, during the year 2005-2006. The programmes should be organized under the auspices of RITYDC/ YDC/ prominent & active youth club/ Mahila Mandal of the district with locally mobilized funds. The objective of the programme is to generate awareness among the masses on issues of local and national importance.

The Youth Coordinator will convene a meeting of all National Service Volunteers (NSVs), the President/Secretary of Youth Development Centres and the active Youth Club/Mahila Mandal etc at a centrally located place in the district or at the sub-district/ Block levels, if needed, to cover the entire youth section. During the meeting, the Youth Coordinator will motivate the Youth leaders and National Service Volunteers for organizing various programmes based on the local need. The meeting may, if needed, be clubbed with the meeting to be conducted for drafting the Annual Action Plan of NYKS. The activities selected can be categorized under the following subjects:

1. Voluntary Blood Donation
2. Campaign against use of Polythene Bags
3. Health Awareness about immunization (both children & pregnant mothers), nutrition and health & hygiene.
4. Life Skill Education
5. Family Life Education
6. Green Village & Clean Village
7. Water management
8. Promotion of non-conventional and renewable energy sources
9. Scientific Temper
10. Problem of Primary School Drop-outs
11. Drugs and AIDS Awareness

The achievement of the programme & number of participating youth clubs in these programmes will show the real picture of the active youth clubs in the district. This programme will be monitored through the Monthly Progress Reports, which will be furnished on the proforma of coordination programmes.

IV. New Regular Programmes introduced for 2005-06

1. Training in Self-Employment Projects (TSEP)
2. District level sports tournament under Sports Promotion Programme

3. Separate allocation for purchase of Sports goods under Sports Promotion Programme
4. District level cultural festival
5. District Level Youth Convention

V. Regular Programmes – at a glance

Brief of programmes per Kendra:

S. No	Name of the Programme	Budget per Prog.	Budget Per Prog.	No. of Prog per Kendra	Total Budget per Kendra	
		Normal Area	Expensive Area		Normal Area	Expensive Area
		Rs.	Rs.		Rs.	Rs.
1	2	3	4	5	6	7
1.	Awareness Campaign	4,850.00	5,200.00	3	14,550.00	15,600.00
2.	Youth Club Development Programme	9,375.00	11,250.00	3	28,125.00	33,750.00
3.	Vocational Training					
	Long Term	10,000.00	10,000.00	2	20,000.00	20,000.00
	Short Term	5,000.00	5,000.00	2	10,000.00	10,000.00
4.	Training in Self Employment Projects	25,937.00	30,625.00	1	25,937.00	30,625.00
5.	Work Camp	9,375.00	11,250.00	3	28,125.00	33,750.00
6.	Sports Promotion Prog.					
	Sports Material Purchase	10,000.00	10,000.00	--	10,000.00	10,000.00
	Block Tournament	3,000.00	3,000.00	3	9,000.00	9,000.00
	District Tournament	7,000.00	7,000.00	1	7,000.00	7,000.00
7.	Workshop and Seminars	2,500.00	2,500.00	2	5,000.00	5,000.00
8.	Cultural Programmes					
	Block Cultural Festival	4,000.00	4,000.00	3	12,000.00	12,000.00
	District Cultural Festival	8,000.00	8,000.00	1	8,000.00	8,000.00
9.	Celebration of National, International Days/Weeks (National Youth Day, Week and Awards)	13,000.00	13,000.00	Minimum of 15 prog	13,000.00	13,000.00

10.	District Level Youth Convention	6,000.00	6,000.00	1	6,000.00	6,000.00
11.	Adventure Promotion Programme	6,000.00	6,000.00	2	12,000.00	12,000.00
12.	Local Need Based Project	20,000.00	20,000.00	1	20,000.00	20,000.00
	Grand Total	1,44,037.00	1,52,825.00	43	2,28,737.00	2,45,725.00

VI. Regular programmes - Details

1. Awareness Campaigns:

Development Of Sustainable Youth Club Programmes has been added as the subject to give thrust under the awareness campaigns. Each district NYK while organizing Awareness Campaigns will therefore campaign for the sustainable development of youth club/ mahila mandals along with other issues. Not only that, the activities of NYK is to be given adequate publicity, it should also address immediate problems or issues of local and social importance affecting the life of people particularly the youth of rural areas.

The campaign will be launched by a **seven member** team consisting of NSVs and active Youth Leaders for **five days**. The Youth Coordinator will be an additional member. The Youth Coordinator will brief/ orient the selected team members about the objectives and details of the campaign. She/ he will also be present all through the conduct of the Awareness Campaigns.

On the first day of the campaign, the Block Level meeting of Presidents/Secretaries of all Youth Clubs and Mahila Mandals will be organized. Invitation for the meeting will be sent by post/through in charge NSV of the Block at least 15 days in advance.

A team consisting of two members will visit the villages each day in such a way that at the end of the 5 days, the entire target area of that campaign is covered totally. During the remaining four days of the campaign, (after the first day meeting) cluster and individual meetings of Youth Clubs will be organized. The Youth Coordinator and the in charge NSV of the Block will attend the cluster meetings. The main purpose of the cluster meeting is to help the Youth Clubs in the formulation of their own Annual Action Plans. Four to five representatives of each club should attend the cluster meeting. One cluster meeting will be organized in a day. The venue, date and time of the cluster meetings and the schedule of individual Youth Club Village meetings/visits will be finalized and announced in the first day Block Level meeting.

The purpose of the individual Youth Club meeting/visit is to contact the influential persons, opinion leaders, Youth Club members and inform them about NYKS and its

aims and objectives and also to organize their joint meeting to encourage and motivate them to help forming/activating Youth Clubs in the village.

The team members will talk about various programmes and schemes for the benefit of the people with special emphasis on modern agriculture practices, agro based small scale projects and Panchyati Raj in the block, cluster and village level meetings.

Objectives

- To generate awareness about youth development programmes conducted by NYKS and other Central and State Government agencies among the rural non-student youth.
- To campaign for the sustainable development of youth club/ mahila mandals
- To address any immediate or prevailing problems/ issues of social and local importance affecting the life of youth
- To share information on other schemes and programmes of the government related to youth

Contents for coverage during the campaign

- Literacy and scientific temper.
- Life skill education.
- Gender Issues, Women Empowerment
- Sanitation
- Disaster Management
- Child Rights with special emphasis on Girl Child.
- Environment and sustainable development.
- Current socio-economic issues.
- Historical and cultural heritage of that particular area.
- Promotion of non-conventional and renewable energy sources.
- Health Awareness and Family Welfare.

Duration of the campaign	05 days
No. of participants per campaign	07
No. of programmes in a district	Three
Budget (Expensive area district)	Rs. 5,200.00
<ul style="list-style-type: none"> • Boarding & Lodging Rs. 60/- per head per day(07 x 60 x 5) • Hiring of cycle/ vehicle Rs.60/- per head (07 x 60 x 5) • Contingency Expenses 	Rs. 2,100.00 Rs. 2,100.00 Rs. 1,000.00
	Rs. 5,200.00
Budget (Normal area district)	Rs. 4,850.00

• Boarding & Lodging Rs. 50/- per head per day (07 x 50 x 5)	Rs. 1,750.00
• Hiring of cycle/ vehicle Rs.60/- per head (07 x 50 x 5)	Rs.1,750.00
• Contingency Expenses	Rs. 1,000.00
	<u>Rs.4,850.00</u>

Note : TA/DA expenses of the Youth Coordinator should be claimed in her/his normal bill.

- Additional Inputs**
- The campaign in the organized form should be conducted at the beginning of the year before start conducting the other regular programmes.
 - While organizing awareness campaigns, area specific themes can also be taken up viz; the NYKs in Western Rajasthan may launch the campaign against use of opium or child marriage, in Haryana and Punjab issues of alcoholism, drugs addition and AIDS in North-Eastern, Western and Southern part of the country.
 - Local Village Youth Club/Mahila Mandal members should be motivated to help in the organization of the programme.
 - NSVs of the campaign block and adjoining blocks should also take part in the campaign.
 - If there are YDCs in the campaign block, then their resources and support should be ensured.
 - For more inputs and support, different agencies in the district should be coordinated.

Follow up The follow up campaigns, with the help of RITYDC/ YDC etc may be conducted throughout the year. The campaign will have different stages/phases viz., motivational phase; implementation phase; follow up etc. Youth Coordinator will plan the other programmes as per the action plan in such a way that it supports the follow up campaign objective.

Coordination RITYDC/ YDC/ local self government bodies, block development offices etc

Impact of the programme - Evaluation

To measure the impact and the achievement of objectives of the programme, evaluation at the beginning, middle and end of the programme should be conducted by the Youth Coordinator and a final report made on the basis of the same.

2. Youth Club Development Programme (YCDP)

The theme of this year for YCDP would be the **Empowerment of Sustainable Youth Clubs and Mahila Mandals**. The programme has been specially designed to give focused attention towards formation of Youth Club and thereby preparing ground for strong and sustainable youth movement in the country. The main motto of this programme is the promotion and development of Youth Club movement in the country so that the youth in long term not only become self-reliant but also the catalytic agents in the national development. They will also assume responsibilities for the village situation and act as catalytic agents for socio-economic, cultural, political and surrounding environment development of their villages. While undertaking the programme successful attempts should be made to establish more Youth Clubs in the district. Details on formation of youth club, its registration etc are provided at the end of this chapter as Annexure

Objectives

- To bring together energies of the rural youth and establish Youth Club movement in the district and hence in the country;
- To bring awareness and determination to improve the standard of rural life
- To fight against poverty and social evils and bring about socio-economic upliftment in villages.
- To develop democratic leadership qualities among rural youth for their overall development and also of the village communities.
- To inculcate and develop self-respect and pride among youth in the villages to bring forth the feeling of nationalism, solidarity and unity;
- To become self-reliant through cooperation, voluntarism, and spirit of services and also to tackle the problems of day to day life of rural people.

Contents for the training

- Why a Youth Club
- How to form a Youth Club

- Activities of a Youth Club
- Managing a Youth Club which also includes checklist for a well managed Youth Club
- Needs, problems and role of youth as agents of change.
- Dynamics of village social structure.
- Leadership qualities, communication skills and role of Youth Leaders.
- Role of Youth clubs/ youth in eradicating local and national problems viz : Population Explosion, Environment Degradation, Health and Family Welfare, Illiteracy, AIDS and Drug Abuse, Social Evils, Atrocities on Women, Child Labor, Child Rights, Terrorism etc.
- Various developmental and community programmes especially in the field of agriculture, horticulture, floriculture, agro based industrial projects, forestry, cooperatives, non conventional energy sources, traditional practices, inculcation of scientific temperament etc.
- Various schemes and programmes of Central and State governments, relevant to youth
- Mobilization of youth for community action and developmental activities.

Duration of the camp **05 days** (3days exclusively on why a youth club, How to form youth clubs, managing youth clubs and establishment of Youth Clubs)

No. of participants per camp **30** (1:1 male female ratio) (Youth leaders to be selected from the unrepresented villages).

No. of programmes in a district Three

Budget (Expensive area district) **Rs. 11,250.00**

• Boarding & Lodging Rs. 60/- per head per day(30 x 60 x 5)	Rs. 9,000.00
• Organizational Expenses 25% of Boarding & Lodging	Rs. 2,250.00
	<u>Rs.11,250.00</u>

Budget (Normal area district) **Rs. 9,375.00**

• Boarding & Lodging Rs. 50/- per	Rs. 7,500.00
-----------------------------------	--------------

	head per day(30 x 50 x 5)	
•	Organizational Expenses 25% of Boarding & Lodging	Rs. 1,875.00
		<u>Rs.9,375.00</u>

Note : Participants will bear their own travel costs

- Additional Inputs**
- The services of one NSV have to be exclusively earmarked for this programme; other deployed NSVs may also be regularly involved.
 - Each NYK will establish 20 New Youth clubs.
 - Each NYK will activate 50 passive youth clubs.
 - Each NYK will get at least 50% of the total un-registered Youth Clubs registered under Societies Registration Act or Corresponding State Act.

Follow up Youth Coordinators & NSVs must ensure that after YCDP, the youth leaders who received training in YCDP should contribute to the targets provided under 'additional inputs' above, in their respective villages by pursuing the following :

- Village meetings
- Village level drive and campaigns
- Meeting existing youth club members

NYK should also organize refresher courses in all the blocks where NSVs are deployed every year for the trained Youth Club Members. This will enable them to share their experiences with each other. These courses should be organized on a self-contributory basis.

Coordination The activities for YCDP may be coordinated with NABARD, Cooperatives, Government and other agencies.

Impact of the programme - Evaluation To measure the impact and the achievement of objectives of the programme, evaluation at the beginning, middle and end of the programme should be conducted by the Youth Coordinator and a final report made on the basis of the same.

3. Vocational Training programme (VTP)

The theme of **Vocational Training Programme** would be **Sustainable & Gainful Employment**. This would be one of the most important components of the Annual Action Plan for the year 2005-2006. The programme aims at enhancing the skill level of youth and thereby facilitating them for self-employment or for augmenting the family income.

Objectives

- To improve vocational skills of the rural youth so that they may supplement their income for existing occupation, improve productivity of existing skills and learn new skills for which there is increasing demand in the market.
- To tackle the problem of unemployment by equipping youth to take up income generating projects based on locally available raw materials, resources and market.

Contents of the training

Emphasis would be given to the following areas/trades (the list is only suggestive in nature).

- Improved agricultural practices
- Repair and maintenance of tractor, motors and other agricultural implements.
- Dairy, Poultry, Sheep and Wool rearing.
- Sericulture and floriculture.
- Cutting and tailoring
- Carpentry and shoe-making.
- Electronic Gadgets repair
- Traditional handicrafts of the area.

The Youth Coordinator may identify trades/vocations as per the local needs of the rural youth on one hand and availability of raw material and market on the other. The participants of the VT centers may form an SHG for developing habit of small saving and to undertake income-generating activities.

Duration

The duration of the training depends upon the type of the trade selected. Therefore, the Youth Coordinator should fix durations for selected trades in consultation with concerned technical experts or institutions. Under any circumstances the duration should **not exceed six months**. However, for special cases the approval should be taken

from the Regional Coordinator / Zonal Director.

No. of participants per programme In any training, the number of participants should not exceed 30 in number. Motivated, needy, unemployed rural/semi-urban youths of the district should be selected. Normally not more than two youths should be selected from one village Youth Club.

No. of programmes in a district Four (Two long term and Two short term VTPs).

Budget (For both Normal and Expensive area districts) Rs. 30,000.00

The total budget provision under VTP is **Rs. 30,000/-**. Within this budget ceiling, Youth Coordinator, (in consultation with the youth leaders at the time of preparation of the Annual Action Plan) can organize different types and number of Vocational Training Programmes. Since, it is as per the local need to select the type of trade and number of training programmes in the district, the **budget provision for long term training programme is to the tune of Rs 10,000/- whereas for short term training programme it is, of Rs 5,000/-**. This can be decided by the Youth Coordinator as per the local requirement. The following points may be noted at the time of preparation of Action Plan and allocation of funds for selected VTPs.

1. For longer duration VTP a maximum of Rs. 10,000/- can be spent. It includes honorarium of the instructor, purchase of raw material, repair and organizational expenses.

2. For longer duration training (which should not exceed six months), the honorarium to the instructors upto the limit of Rs. 1,500/- per month can be paid. However, the **amount of honorarium to the instructor** for a particular trade is to be finalized only after discussion in DACYP and approval taken from the Regional Coordinator/ Zonal Director.
3. The budget provision of Rs.5,000/- of short term VTP, includes, honorarium to the resource persons, purchase of raw material, organizational expenses etc.
4. There is no provision of funds for Boarding & Lodging and TA expenses of the participants.
5. For short term vocational training programmes of less than 5 days (where it is felt utmost necessary), the honorarium to the resource persons should not exceed Rs. 250/- per head per day.
6. As far as possible, the organizational expenses should be the minimum and should be avoided.

Additional Inputs

- Each Block of activity will have one NSV.
- Additional requirement if any to be meted out in coordination with other Departments/ Agencies.
- The savings under any VTP Programme may be utilized for another VTP Programme by a Kendra.
- The venue of **Vocational Training Programme** should be in between a cluster of villages so that maximum number of needy, unemployed rural youth will participate and obtain desired training.

Follow up

Adequate follow up should be ensured to make the trained youth take up self employment ventures/ jobs based on their training. A data base of the youth who are trained under the programme and those who have got engaged in income generating activities should be prepared and submitted

Coordination

Vocational Training Programme could be coordinated with Small Scale Industries, Tailoring Institutes, KGK, KVIC, KVK, SGSY, DRDA, DWCRA, DIC, ITI, WCD, Agriculture University Extension Services, Farm Management Training Institutes and other district administration and NGOs Vocational Training Programmes so that not only, technical experts, infrastructure but also resources can be mobilized, thereby the youth will get maximum benefit by establishing self-supporting units, gainful sustainable

employment/self employment.

After imparting the training, it should be ensured that the trained youth establish self-supporting ventures or get sustainable employment. The Youth Coordinator should coordinate with District Administration, Banks, Industrial and Financial Institution, KVIC and others for providing loans and subsidies to the trained youth, so that they can establish themselves economically. Therefore, at the time of preparation of Annual Action Plan, the Youth Coordinator will set targets as to how much number of youth would be trained and how many would be made self-supporting or engage in gainful sustainable employment. It should be ensured that a **minimum of 80%** of the total youth trained under VTP should get self-employment/employment. Reporting on the above must be made through the MPRs and other reporting instruments.

Impact of the programme - Evaluation

To measure the impact and the achievement of objectives of the programme, evaluation at the beginning, middle and end of the programme should be conducted by the Youth Coordinator and a final report made on the basis of the same.

4. Training in Self Employment Projects (TSEP)

To equip youth for generating projects based on locally available resources and marketing avenues, a new programme namely **Training in Self-Employment Projects (TSEP)** has been introduced in the list of regular programmes. A NYK should make efforts to organize these programmes in coordination with the concerned developmental agencies/institutes. Youth Coordinators are free to send the youths to established training institutes situated away from their district, for such trainings if a similar training is not available in the district. One TSEP programme may be organized exclusively for the youths of the Village adopted during the observation of Gandhi Jayanti under the programme of **Atam Nirbhar Gram Vikas**.

Objectives

The objective is to equip youth for income generating projects based on locally available resources and marketing avenues.

To equip trained youth to act as cadre / leaders in the villages to access and motivate other youth.

Area of training	Training in any one of the Agro-based Projects viz; Poultry, Bee Keeping, Vermiculture, Angora Rabbit Farming, Dairy Development, Mushroom Cultivation, Fishery, Sericulture, Cash Crops, etc. may be imparted depending upon the need and availability of local resources.	
Duration of the training	05 to 15 days depending upon the requirement of the training	
No. of participants per training	25 (1:1 male female ratio) Motivated needy rural un-employed youth of the district, not more than 2 youth from one village youth club.	
No. of programmes in a district	One	
Budget (Expensive area district)	Rs. 30,625.00	
	<ul style="list-style-type: none"> • Boarding & Lodging Rs. 60/- per head per day(25 x 60 x 15) Rs. 22,500.00 • Organizational Expenses 25% of Boarding & Lodging Rs. 5,625.00 • TA to participants (Rs.100/- X 25) <u>Rs.2,500.00</u> 	<u>Rs.30,625.00</u>
Budget (Normal area district)	Rs. 25,937.00	
	<ul style="list-style-type: none"> • Boarding & Lodging Rs. 50/- per head per day(25 x 50 x 15) Rs. 18,750.00 • Organizational Expenses 25% of Boarding & Lodging Rs. 4,687.00 • TA to participants (Rs.100/- X 25) <u>Rs.2,500.00</u> 	<u>Rs.25,937.00</u>
Additional Inputs	Successful attempts should be made to pursue District Administration, Banks, Financial Institutes etc. for providing loans and subsidies to the youth who would undergo training in specific trades/vocations so that they could set up self supporting ventures.	
Follow up	As part of the follow up of the programme, a data base of the youth who have undergone training would be maintained and they would be helped to prepare project proposals etc for submission to various agencies like KVIC,	

DIC etc., for support for self employment ventures. Necessary tie-ups with banks and other government approved financial agencies would also to be ensured.

Coordination for resource agencies/ institutes

Rural Technical Institutes, KVKs, KVIC, Agriculture University Extension Services, Farm Management Training Institutes etc. where infrastructure facilities for the concern occupation / activity are available.

Impact of the programme - Evaluation

To measure the impact and the achievement of objectives of the programme, evaluation at the beginning, middle and end of the programme should be conducted by the Youth Coordinator and a final report made on the basis of the same.

5. Work Camp:

The theme of work camp would be **Youth Know Dignity Of Labor. Work Camp** programme, along with the efforts to create community assets, deals with issues of Youth Leadership Development among youth, linkages of Youth Clubs with other departments/agencies. Moreover, during the programme, the participants will discuss various schemes of departments and agencies not only among themselves but also with fellow villagers and help the villagers in taking up such schemes. It is also meant that, the youth after taking part in the camp, undertake similar activities in their respective villages.

Objectives

The programme aims at promoting sprit of volunteerism & cooperation among the members of the youth clubs. The main objectives of the programme are:

- To inculcate a sense of dignity of labor among youth
- To provide organizational capabilities, leadership qualities along with experiences, skills for event management etc to the youth in such a way that they also create durable community assets.

Emphasis would be on: -

- To generate values and practices like: volunteerism, self-help, working together with a we feeling

- To generate collective response to community problems
- To provide practical support to the planning at the community level, by creating community assets

Contents of the camp

Daily schedule

- Yoga
- Project Work (Shramdan)
- Group Discussion/ lectures etc on
 - Needs of youth, problems and role of youth as agents of change.
- Dynamics of village social structure.
- Various aspects of Panchayati Raj.
- Mobilization of youth for community action.
- Coordination with other departments/agencies
- Programmes of different departments for the benefit of youth
- Modern agricultural practices, agro based small scale projects
- Panchayati Raj
- Health and population education
- Illiteracy, scientific temper, eradication of social evils, atrocities on women, child labor, national values, civil, social and national responsibilities
- Cultural Programmes.
- Community singing
- Camp fire

Projects for Shramdan

The project under the work camp may include renovation/repairs/construction of Youth Club; Youth Development Centre, houses/huts destroyed by natural calamities, small irrigation channels, digging of wells, fish ponds, desilting of tanks, construction of water tank, construction of community toilets, disinfection of drinking water wells, deepening of village ponds and wells. This being only an illustrative list, the Youth Coordinator, in

consultation with the youth club officials, should plan for creation of community assets based on the needs of the village.

Projects/works like repairing kucha roads, cleaning streets and drains, digging soak pits and compost pits etc. should not be undertaken in Work Camps. In other words, those projects which can be completed merely with a few members of just one youth club should not be taken up as a project for work camp. The worth of the asset(s) created in a work camp in financial terms, should be many fold higher than the budget of the programme. However, such activities may be taken up with the local initiative and resource mobilization.

Duration of the camp	05 days		
No. of participants per camp	30 (1:1 male female ratio)		
No. of programmes in a district	Three		
Budget (Expensive area district)	Rs. 11,250.00		
	<ul style="list-style-type: none"> • Boarding & Lodging Rs. 60/- per head per day(30 x 60 x 5) • Organizational Expenses 25% of Boarding & Lodging 	<ul style="list-style-type: none"> Rs. 9,000.00 Rs. 2,250.00 	
		<u>Rs.11,250.00</u>	
Budget (Normal area district)	Rs. 9,375.00		
	<ul style="list-style-type: none"> • Boarding & Lodging Rs. 50/- per head per day(30 x 50 x 5) • Organizational Expenses 25% of Boarding & Lodging 	<ul style="list-style-type: none"> Rs. 7,500.00 Rs. 1,875.00 	
		<u>Rs.9,375.00</u>	
Note :	Participants will bear their own travel costs.		
Additional Inputs	<ul style="list-style-type: none"> • NSVs of the block must participate in the programme. 		

- Mobilize local resources for work camp.
- Durable and useful community assets should be created.
- Local and adjoining Villages Youth Club members must also participate

Follow up Maintenance of the assets created should be ensured through the Youth Club that organized the work camp.

Coordination The work camp programme should be coordinated with Block & District Administration, Block Development Offices, DRDA, Zilla Parishad, Panchayat, & Local People's Representatives

Impact of the programme - Evaluation To measure the impact and the achievement of objectives of the programme, evaluation at the beginning, middle and end of the programme should be conducted by the Youth Coordinator and a final report made on the basis of the same.

6. Sports Promotion Programme:

Under the **Sports Promotion Programme** there is a provision for the organization of sports tournaments both at block and district levels. The provision for purchase of sports material has also been separately made.

The theme of the programme would be **Youth Signify Sportsman Spirit**. The programme component under this head is a departure from the past practices. Previously lump sum fund was allocated for the purchase of sports equipments and for the organization of sports programmes at block level. By incorporating the present programme package, an attempt has been made to lay focused attention for the improvement of basic sports scenario in rural areas.

Objectives

- To promote sports culture and sportsmanship among rural youth
- To popularize such rural sports which require minimum infrastructure, equipments and finances.
- To propagate the message of **healthy body & healthy mind** among the youth
- To organize knock out matches in indigenous and locally popular games and sports.

Contents of the programme	<p>Athletic activities like running a race, cross country walk or run, long jumps, tug of war, hammer and javelin throw etc. may be conducted at the block and district levels.</p> <ul style="list-style-type: none"> • Block level Tournaments • District level Tournament • Prizes/ Awards/ incentives to the winners. (No cash prize is to be given) <p>Inter Youth Club competitions on the knockout basis will be organized for sub district level tournaments.</p> <p>The winners of the sub-district level tournaments will compete in the same items at the district level tournaments</p>	
Duration of the programmes	01 to 03 days for both Sub district and District level tournaments	
No. of participants per programme	Minimum 100 persons or 10 teams (as the case may be) for both sub district and district level tournaments.	
No. of programmes in a district	<ul style="list-style-type: none"> • Three, Sub district (cluster of blocks) level tournaments • One, district level tournament 	
Budget	Rs. 26,000.00	
	Purchase of sports materials	Rs.10,000.00
	Sub district level tournament	Rs.3,000.00
	<ul style="list-style-type: none"> • Prizes : Rs.1,000.00 • Organizational expenses: Rs.2,000.00 	
	District level tournament	Rs.7,000.00
	<ul style="list-style-type: none"> • Prizes : Rs.3,000.00 • Organizational expenses: Rs.4,000.00 	
		Rs. 26,000.00
Note :	Participants will bear their own travel costs.	
Additional Inputs	<ul style="list-style-type: none"> • Should Identify village common land/ 'No man's land' and approach panchayat authorities to get the same 	

handed over to the youth club for development as play ground/ mini stadium through local mobilization or schemes of Ministry of Youth Affairs and Sports

- Purchase of sports equipments, which are relevant and as per requirements of the local situations
- Annual village championship in 3-4 identified locally popular sports categories, apart from athletics

Follow up

NYKs are not to produce excellent sports personalities but to create the sports culture among the rural youth, and to identify rural talents in different area. At the end of the year, every district must be able to identify at least 10 such talented youth in different areas that can be recommended to Sports Authority of India (SAI) for further development of their talents.

Coordination

The sports programme may be coordinated with District Sports Federations, District, Sports Department, SAI, reputed schools etc.

Impact of the programme - Evaluation

To measure the impact and the achievement of objectives of the programme, evaluation at the beginning, middle and end of the programme should be conducted by the Youth Coordinator and a final report made on the basis of the same.

7. Workshops and Seminars

The workshops and seminars should be organized on the eve of any National or International Days celebrations. The theme of the programme would be **World Ready Youth.**

Objectives

- To train the youth, share experiences and deliberate on issues of national importance
- To prepare the youth to disseminate the knowledge acquired among community people

Contents for the programme

Burning issues of local and national importance.

Duration of the

One day

programme

No. of participants per programme 200 (1:1 male female ratio)

No. of programmes in a district Two

Budget (For both expensive and normal area districts) Rs. 2,500.00

Note : Participants will bear their own travel costs.

Additional Inputs Programme should be organized for a full day from morning till evening.

Follow up Workshops and Seminars should be followed up by the organization of mass awareness generation campaigns

Coordination The programmes may also be organized in collaboration with local government, non government departments and agencies.

Impact of the programme - Evaluation To measure the impact and the achievement of objectives of the programme, evaluation at the beginning, middle and end of the programme should be conducted by the Youth Coordinator and a final report made on the basis of the same.

8. Cultural Programme

Cultural Programmes are proposed with a view to preserve and enrich cultural heritage of the country and also to disseminate important messages of various issues of national and international importance through the media of folk art and culture. The Programme will be organized at sub district as well as at district levels. Locally popular cultural programmes; folk based cultural items and various competitions on items like Folk Dances, Folk songs, Folk Skits, Nukkad Nataks, Plays, Puppetry etc., can be organized. These programmes are also used for motivating and educating the masses in the field of Modern Agriculture Practices and allied activities, Population Education, Family Life Education, Self Employment, Role and Importance of Women in society, Environment, AIDS,

Drug Abuse, Social Evils, Supervision, Communal Harmony etc.

Objectives

- To provide an opportunity to the rural youth of the district to display their cultural talents.
- To highlight multi dimensional facets of cultural background of the district and to stimulate the participation of youth in variegated activities.
- To revive the cultural traditions and the neglected cultural forms of folk music and folklores.
- To strengthen the cultural bonds and building a strong base for communal amity and mutual respect for each other.

- To provide an opportunity to the participants to interact, exchange ideas and put forth suggestions for revival of traditional cultural art forms, folk dances and folklores indigenous to the area and thereby forge the fabric and mosaic of integration while maintaining the individual identities.
- To inculcate the traits and value structure amongst the youth for nation building activities.
- To project the rich traditions of folk songs, folk dances and folklore which are the treasure chest of our legends.
- To save traditional folk culture from the vulgar onslaught of the so called modern cultural extravaganza.

Contents of the competitions

- The locally popular items should be selected for the sub-district level and for the district level competitions. Illustratively; Folk dance, Folk Music, Folk Theatre, Painting and Sculpture and Poetry composition and recitation etc.
- Competitions for a minimum of four items should be conducted.
- The winners of the sub-district level competitions will compete in the same items at the district level.
- Non-competitive items should also be organized at both the levels along with the competitive items.

Duration of the

01 to 03 days for both sub district and district level

programme	programmes														
No. of participants per programme	Care should be taken to get the optimum number of young persons														
No. of programmes in a district	<ul style="list-style-type: none"> • Three, Sub-district level programmes • One, District level programme 														
Budget	Rs.12,000/-														
	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Sub-district level cultural programme</td> <td style="text-align: right;">Rs. 4,000.00</td> </tr> <tr> <td>• Prizes :Rs.1,500/-</td> <td></td> </tr> <tr> <td>• Organizational expenses:Rs.2,500/-</td> <td></td> </tr> <tr> <td>District level cultural programme</td> <td style="text-align: right;">Rs. 8,000.00</td> </tr> <tr> <td>• Prizes :Rs.3,000/-</td> <td></td> </tr> <tr> <td>• Organizational expenses:Rs.5,000/-</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">Rs. 12,000.00</td> </tr> </table>	Sub-district level cultural programme	Rs. 4,000.00	• Prizes :Rs.1,500/-		• Organizational expenses:Rs.2,500/-		District level cultural programme	Rs. 8,000.00	• Prizes :Rs.3,000/-		• Organizational expenses:Rs.5,000/-			Rs. 12,000.00
Sub-district level cultural programme	Rs. 4,000.00														
• Prizes :Rs.1,500/-															
• Organizational expenses:Rs.2,500/-															
District level cultural programme	Rs. 8,000.00														
• Prizes :Rs.3,000/-															
• Organizational expenses:Rs.5,000/-															
	Rs. 12,000.00														
Note :	Participants will bear their own travel costs.														
Additional Inputs	<ul style="list-style-type: none"> • Organization of the programme can be done coinciding with the local festivals of the communities in the villages • Tentative dates of the programmes should be communicated to the youth clubs at least 2 months before the actual days, so that they can prepare teams in advance for the event. • Should be promoted as a prestigious block event • Will open to youth club members only. 														
Follow up	<ul style="list-style-type: none"> • Follow up of the programmes should be conducted to form permanent cultural troupes in various folk items • Efforts must be done to get the teams registered with the district public relation office/ song & drama division of Government of India etc 														
Coordination	The programme may be coordinated with Field Publicity Units (Government of India), Song & Drama Division (Government of India), District Public Relations Office, Cultural academy etc.														
Impact of the	To measure the impact and the achievement of objectives of														

**programme -
Evaluation**

the programme, evaluation at the beginning, middle and end of the programme should be conducted by the Youth Coordinator and a final report made on the basis of the same.

9. Celebration of National and International Days and Weeks:

This programme helps in sensitizing people in general and youth in particular towards various issues of national & international importance and also on the messages of great men & women. The programme provides an opportunity to reward the young volunteers and youth workers for their selfless committed outstanding performance at the social/developmental front

Objectives

To generate awareness about the importance, Objectives, theme and philosophy of the national and international days

**Contents of the
programmes**

Each NYK will observe the important days and weeks, from the following list **including National Youth Day, Week and Awards** and observe them in collaboration with other offices and departments in the district.

Important days

National Youth Day - 12th January; Netaji Subhash Chandra Bose Jayanti - 23rd January; Republic Day - 26th January; Shaheed Diwas - 30th January; International Women's Day - 8th March; World Consumer Rights Day - 15th March; World Forestry Day - 20th March; World Health Day - 7th April; Dr. Ambedkar Jayanti - 14th April; World Earth Day - 22nd April; World Labor Day - 1st May; Anti Terrorism Day - 21st May; World No Tobacco Day - 31st May; National Security Day - 23rd June, World Environment Day - 5th June; International Day of Solidarity - 16th June, National Security Day - 23rd June World Population Day - 11th July; Lok Manya Bal Gangadhar Tilak Smriti Diwas- 1st of August, Independence Day - 15th August; Sadbhawana Diwas - 20th August; International Literacy Day - 8th September; Hindi Diwas - 14th September; International Peace Day -

15th September; Leprosy Eradication Day/Gandhi Jayanti - 2nd October; Habitat Day - 2nd October; Lal Bahadur Shastri Jayanti - 2nd October, National No Tobacco Day - 11th October; World Standards Day - 14th October; World Food Day - 16th October; United Nations Day - 24th October; Anti Poverty Day - 1st November; International AIDS Day - 14th November, Bal Diwas/NYKS Foundation - 14th Nov., Quami Ekta Diwas - 19th Nov., AIDS Day- 1st December; Bhopal Day - 3rd December; International Volunteers Day - 5th December; National Day for Mentally Retarded - 8th December; World Human Rights Day - 10th December

Important weeks

National Youth Week - 13th to 19th January; Quami Ekta Week - 19th to 25th November; Sadbhawana Fortnight - 20th August to 3rd September; Hindi Phakwara, 14th-28th September; Population Education Week - 12th to 18th July; Rural Development Week - 3rd to 9th October; Women's Week - 9th to 15th March; Environment Week - 6th to 12th June.

National Youth Day/National Youth Week and District Youth Awards

12th of January, the **birthday of Swamy Vivekananda**, is observed as National Youth Day in India. National Youth Day is followed by a number of activities for a week i.e. 13th to 19th January. During this period a host of programmes and activities should be organized on each day of the week with various themes based on the ideals and teachings of Swami Vivekananda so as to inspire youth for national development and instill in them the spirit of youth as embodied in the life of Swami Vivekananda. All NYKs should celebrate the National Youth Day and Week from 12th to 19th January in different blocks of their district with full enthusiasm.

There must be a main programme of the week in every NSV block and not more than one programme in any youth club village. Under the District Youth Award Scheme, awards should be conferred on youth who has demonstrably excelled in Youth Work in different fields of developmental activities and social service. While considering candidates for the District Youth Awards, leadership qualities displayed by them in successfully carrying out voluntary activities should be one of the

criteria. Application form is as in Annexure - I, provided at the end of this part. Under this programme four youth can be considered for the award.

The District Youth Award comprises of a certificate and **Rs. 500/-** in cash. This award will be a source of encouragement to the awardees as well as an example to others of the district in future. The cash award will be given in crossed cheque. District Youth Award Function should be organized on National Youth Day, i.e 12th January every year.

Proper selection committee should be constituted for the selection of awardees. DC/DM will be the chairperson and Youth Coordinator its member-secretary. Other members will include representative of NSS from the university/college, a representative of a prominent NGO working in the field of youth development. The NGO, however should not have connection/ relation with any of the youth whose name is considered for the award.

- | | |
|---|---|
| 12th of January
National Youth Day | <ul style="list-style-type: none">• Presentation of Youth Awards.• Talks/lectures on philosophy and teachings of Swami Vivekananda.• Debates on the role of youth in the contemporary situation with particular reference to character building.• Essay/Drawing competitions amongst youth on the philosophy and teachings of Swami Vivekananda.• Meetings/Seminars on what youth can do for the society and what society can do for the youth. |
| 13th of January
Culture Day | <ul style="list-style-type: none">• Community singing having national and socially relevant contents by youth• Organization of local folk performances, puppet shows, nukkad nataks, dramas etc., involving young persons.• Exposure of different forms of village arts, crafts, etc. |
| 14th January
Participation Day | <ul style="list-style-type: none">• Essay/Drawing - Competition amongst youth on subject like "Youth and Panchyati Raj." "Role of Youth in Freedom Struggle", Role of Youth in National Development: " Role of Youth in Famine and Flood". |

“Youth as Inheritors of Future”. “Role of Youth in Abolition of Social Evils, Dowry, Child Labor, Atrocities on Women, Drug Abuse, AIDS, Gambling and Untouchability, Message of Pandit J.L. Nehru.

- Holding of Skits, Plays, Nukkad Nataks by youth having national themes like views of Pandit J.L.Nehru, Mahatma Gandhi, Swami Vivekananda and other freedom movement leaders.
- Organization of national integration and communal harmony camps.
- Elocution contest on themes like “Youth for National Integration”. “Youth for Communal Harmony”

15th January

Social Service Day

- Special Programmes in villages relating to involvement of Youth Club Members/Volunteers, Preservation and Improvement of Environment, Promotion of Total Literacy Campaign, Check on Primary School Dropouts, Enrollment of Primary School Drop out, Check on Child Labor, Atrocities on Women, Care for Girl Child, etc.
- Special sanitation drives such as cleanliness up project in the area : “Keep the village clean drive”. etc.
- Blood, Eye donation camps by the youths.
- Involvement of youth in work project like repairs of roads, excavation of silt from ponds, etc.

16th January

Physical Fitness Day

- Sports tournaments at the District/Block and Village level.
- Programmes relating to promotion of adventure.
- Promotion of indigenous, traditional and rural sports.

17th January

Youth for Peace Day

- Sadbhawana Yatra and Unity.
- Prabhat Pheries, Debates, lectures and seminars for promoting peace in the country.
- Organization of Plays and Nukkad Nataks suitable for the day.
- Youth to form a human chain propagating the message of solidarity, peace and National Integration.

18th January

Skill Development Day

- Exhibition of Youth and material being produced by youth through vocational training centres.
- Product exhibitions and photo-exhibitions with provision for demonstration.

19th January Awareness Day	<ul style="list-style-type: none"> • Film shows in consultation with Field Publicity Units on topics relevant to the youth especially social awareness themes. • Dissemination of information on Youth Programmes being undertaken by the Government like Modern Agricultural Practices, JRY,PRY,TRYSEM,IRDP, NREP, etc. • Address to the youth by prominent personalities of the State and the District. • Seminar on Role of Youth in the Development of the Nation. • Conclusion of National Youth Week, Prize Distribution, etc.
Duration of the programmes	Based on the day/ week
No. of participants per programme	Maximum number of youth should participate based on the programme
No. of programmes in a district	A minimum of fifteen important days and weeks
Budget (for both Expensive and normal area districts)	Rs. 13,000/- . It includes the celebration of National Youth Day, Week and Awards. For District Youth Awards four @ Rs. 500/-. The total award amount should not exceed Rs. 2,000/- .
Note :	Participants will bear their own travel costs.
Additional Inputs	<ul style="list-style-type: none"> • The total programmes of the National Youth day/ week celebrations should be chalked out in the meeting of office bearers of all the youth clubs/ mahila mandals • After finalization of the programmes, a consolidated activity/ programme list should be prepared and circulated among all youth clubs/ mahila mandals.
Follow up	Youth club/ mahila mandal should be encouraged to conduct special sessions/ discussions on the theme of the important day/week for further dissemination of its significance and implications
Coordination	Coordination with district administration, Zilla parishad, panchayat, SAI, etc

Impact of the programme - Evaluation

To measure the impact and the achievement of objectives of the programme, evaluation at the beginning, middle and end of the programme should be conducted by the Youth Coordinator and a final report made on the basis of the same.

Format

Annexure - I

PROFORMA FOR RECOMMENDING YOUTH FOR YOUTH AWARD

1. Name (in block letters in English As well as in Devnagri script) :
2. Sex (Male / Female) :
3. Father's Name :
4. Date of Birth (in words & Figures) :
5. Address (Also indicate if located in rural or urban area) :
6. Occupation :
7. Educational Qualifications :
8. Field of Activity :
9. Outstanding work done during the financial year for which award is to be given (Please add a brief note running in 300 words indicating the concrete work done as also its impact on the

community) The work done by the candidate by himself/ herself, only be indicated.

10. Indicate how the work indicated in col. 8 :
above is measurable or verifiable in
quantitative terms
11. Whether the service rendered on :
voluntary basis or as a paid employee
12. Has he/she been conferred any award by :
NYK/ State/UT Government in
recognition of this work?
13. The extent to which he/she could involve :
the local community in relevant field of
work
14. Was the work done by him/her in the :
rural area/urban slum?
15. His/Her reputation among the local :
community
16. Whether he/she has been convicted by :
any court of law or any case is pending
against him/her in any court?
17. General attitude of the person :
recommended towards weaker sections
and for popularization of nationally
accepted objectives like national
integration, democracy, secularism, etc.
(Please indicate two verifiable instances)
18. His/Her future plans for marking further :
improvement in the relevant area of work
19. When his/her name recommended, by :
the youth club/ mahila mandal/YDC/
RITYDC, was it made suo-moto

(Signature of the Youth Club/ Mahila Mandal/ YDC/ RITYDC
Secretary with Office Seal, Complete Postal Address and
Telephone Number)

Place:

Date:

N.B. *Incomplete applications will not be considered.

* 2 passport size photographs of the candidate should be enclosed.

10. Youth Convention

A new component entitled **District Level Youth Convention** has been introduced in the list of regular programmes in the current year.

Objectives To create consensus of action on the part of the youth with community participation on certain local issues of importance

Contents for the training Issues confronting the village communities in the field of welfare, development and access to opportunities

Duration of the camp 01 day

No. of participants per camp 300 (1:1 male female ratio)

No. of programmes in a district One

Budget (For both Expensive and normal area districts) Rs. 6,000.00

Note : Participants will bear their own travel costs.

Additional Inputs Convention should preferably be organized on the valedictory day of National Youth Week i.e. 19th January or on any National/ International day.

Members of Youth Clubs in the district would be invited at a particular place where the deliberations would be held on the issues

Follow up	RITYDC/ YDC and Youth Clubs should undertake special programmes for further dissemination of the themes/ topics of the convention
Coordination	Coordination with various developmental department in the district should be ensured
Impact of the programme - Evaluation	To measure the impact and the achievement of objectives of the programme, evaluation at the beginning, middle and end of the programme should be conducted by the Youth Coordinator and a final report made on the basis of the same.

11. Adventure Promotion

Adventure Programmes are being undertaken to inculcate the spirit of adventure, determination, discipline, unity and national integration among rural youth. The theme of the programme would be **Reaching The Heights**.

In the beginning of the year itself, the Youth Coordinator will explore the possibility and scope of adventure activities in the district and identify places where adventure activities can be organized with minimum cost and least risk. The identified locations with its detailed scope for conducting adventure activities in detail, should be informed to the Zonal Director through proper channel. The Youth Coordinator may also, if needed conduct the adventure activity outside his/ her district if no adventure sites are available in the district.

- | | |
|------------------------------------|--|
| Objectives | <ul style="list-style-type: none"> • To inculcate the spirit of adventure, self discipline, team spirit and risk taking capacity among the youth • To provide opportunity for nature appreciation with emphasis on ecology and conservation of natural resources. |
| Contents for the activities | <ul style="list-style-type: none"> • Adventure activities on Land <ul style="list-style-type: none"> - On the mountain - climbing, camping - On snow and ice - skating - In jungle covered terrain - hiking, trekking, camping - Desert Terrain - hiking, trekking, camping - Sea Beaches, Wild River Banks, Smooth Lakebeds - diving, snorkeling, kayaking, canoeing, |

Adventure Centre of NYKS or in its state chapters, wherever available or in established Adventure Institutes.

- In case no such centres/ institutes are present in the state, the matter should be taken up with the Zonal Director for identification of a suitable site and for preparing an adventure activity package for 10 days.
- Activities such as Motor Cycle, Bi-cycle expeditions should not be undertaken under this programme.

Follow up

- The participants should their experiences with other members of her/ his youth club
- The youth, after participation, should be able to put in practice, the risk taking capacity and confidence they have earned, in conflicting situations/ confrontations that they may face in their day-to-day life.

Coordination

Possible coordination with the District Administration/ other agencies

Impact of the programme - Evaluation

To measure the impact and the achievement of objectives of the programme, evaluation at the beginning, middle and end of the programme should be conducted by the Youth Coordinator and a final report made on the basis of the same.

12. Local Need Based Projects/Programmes:

Local Need Based Projects/Programme as a part of decentralized planning will continue during this financial year also. Through this programme, Youth Coordinator will be at liberty to prepare local need based projects **upto Rs. 20,000/-** .

In order to further decentralize the planning, Rs. 20,000/ (Twenty thousand) per district NYK would remain at the discretion of the Youth Coordinator. Depending upon the local needs, Youth Coordinator is free to prepare project proposal for the amount and include the same in the Annual Action Plan. The project proposal should be sent to Nehru Yuva Kendra Sangathan headquarters through proper channel for its approval before the end of October, 2005.

The Programme proposed by NYKs should be innovative and helpful in achieving the objectives of NYKS. The programmes like Adult Education Centres, Non-formal Education Centres, Grant in aid to Youth Clubs, Meeting/ conference of Youth Club,

visit to historical places/picnics, cultural programmes and regular programmes of Action Plan should not be included in the local need based projects.

VII. General instructions

1. All District Nehru Yuva Kendras should ensure that the newly constituted District Advisory Committee on Youth Programme (DACYP) is in position and a minimum of 30% of the members are women. Meetings of the DACYP are held as per the schedule provided in the guidelines.

No copies of the Annual Action Plan should be sent to NYKS, headquarters, New Delhi by District Nehru Yuva Kendras. The Zonal Directors will submit compiled State Wise and Zonal Level Annual Action Plan to NYKS Headquarters, New Delhi.

2. The Regional Coordinator/ Zonal Director will assign periodical targets based on the Annual Action Plan and regularly follow up its achievements.
3. **Funds** from the regular programmes **cannot be diverted** for any other different activity or programme, as they are committed programme components.
4. Youth Coordinators are free to choose blocks in the sub-districts, in such a way that equal distribution of the programmes is ensured in the district. These may or may not be the ones chosen in the previous year.
5. For district level programmes and special programmes, fair representation of youth from all blocks may also be considered.
6. On thematic side, all programmes and activities of the year should be a mission rather than a routine exercise.
7. Programmes should be distributed among the youth clubs in such a manner that **no youth club should get more than one programme** to organize. Benefit of the programmes should reach to the maximum number of needy, unemployed, non-student rural youth including adolescents between the age group of 13-35 years. The emphasis in each programme should be given on the participation of young women and weaker sections.
8. For each programme, the participants/beneficiaries should be selected, keeping in view, their needs, desires and aspirations, so that they can make maximum use of the existing programmes.
9. Every NYK is expected to prepare a **District Vocational and Agricultural Guidance Manual** in addition the District Profile which would cover all the schemes, programmes and activities pertaining to vocational education/training, agriculture;

followed by generation of self - employment and improvement in the existing trades & activities. All the NYKs should prepare the District Vocational & Agricultural Guidance Manual and circulate among all the Youth Clubs in the district with copies to the Regional and Zonal Offices. Now the **District Profile** has to be prepared by all their NYKs by **August 2005**.

10. Youth Coordinator **should take prior approval** of the Regional Coordinator or the Zonal Director **for the utilization of savings of one programme for conducting some other regular programme**. The request for re-appropriation of fund should be sent with reasons and the details of the proposed activity.
11. Time line should strictly be adhered to for selection of NSVs and Youth Club Awards at District and State levels.
12. In order to make the programmes of NYKs meaningful and successful, considerate attention should be given on monitoring and evaluation of the programmes. Like previous years, the monitoring components will include quantitative as well as qualitative aspects of the programmes. The formats for the Monthly and Annual Progress Reports have been distributed already.
13. After completion of each regular programme, the Kendra will maintain the records of the programme in the file opened for the same. For example, the file of 'work camp' will contain the records of all works camps conducted in the district during that year. The records of each regular programme, in the file should have the following documents.
 - a) The minutes of the 1st meeting of the youth club (where the programme is organized) in which the Youth Coordinator attended to brief and form various sub committees for the organization of the programme there.
 - b) Copy of circular/ letter sent to the nearby youth clubs intimating and inviting the members for participating in the programme
 - c) Schedule of the programme showing detailed sessions/ classes etc. Or the syllabus of the trade under VTC. Or Fixtures prepared for the tournaments/ cultural competitions etc., as the case may be
 - d) One sample printed programme notice
 - e) Participants list, with details of address, phone number etc, signed by each participant
 - f) Daily attendance of the participants, signed by each participant
 - g) Detailed narrative report of the programme. (Monthly report in case of VTC). The report should contain a statement showing the scheduled time by when the programme was to be conducted as per the approved Annual Action Plan and the actual date on which it was held. Reasons for variations, if any, should also be recorded.

- h) Copy of the signed minutes of the meeting of the general body of the youth club in which the expenditure and statement of accounts of the programme was passed
- i) Copy of the statement of accounts, which is passed by the general body of the youth club
- j) Filled up formats (Schedule/ questionnaire as the case may be) of evaluation and impact study of the programme along with the impact study report prepared based on the formats
- k) Press clippings with respect to the programme conducted
- l) Photographs
- m) Copies of letter/ circular of correspondences made with regard to the organization of the programme between the Kendra with higher authorities in NYKS, district administration, other government/ non- government departments, agencies, youth clubs etc

The Regional Coordinator/ Zonal Director will verify/ inspect these files each time they visit a Kendra and record their observations. Over achievements/ short comings should be pointed out and informed to the next higher authority.

I. Formation of Youth Clubs

First Step

Mobilisation of community, particularly the village Youth in and develop a common understanding about the work to be undertaken. Involve more and more, like minded individuals and initiate a discussion.

Second Step

Propagate the idea of forming a youth organisation in the village so that it percolates down to the most deprived and marginalised sections of the village community, and leads to a wider discussion.

Third Step

Call meeting of the community members including the elders and women. Motivate each section of the community to participate in the meeting, and present your proposal.

Fourth Step

When you have convinced the community members that such a youth organisation can contribute in the overall development of the village, select a group of youth activities who are more vocal and willing to work.

Fifth Step

In consultation with social activists and village elders select the place for the office of the youth club, library, culture programme, and other programmes.

Sixth Step

Now invite the youth coordinator of your district and discuss with him your plan. Ask him to assist in the formation of the club.

Seventh Step

Launch a membership campaign to concentrate more on the youth from backward families and women. Ask those who are already members to motivate at least four to five youths to become member of the youth club.

Eight Step

Invite the youth coordinator of your district and call for a meeting of the members. Agenda of the meeting will be election of the office bearers. Tell the members about the procedure and process of election. First elect a president, a secretary, a treasurer and at least four more members to form a working Committee. The elders and other important persons of village community can be incorporated in the Advisory Committee.

Ninth step

Develop a constitution, code of conduct for the youth club involving all the members of the Working Committee.

Tenth Step

Apply for registration under Societies Registration Act, 1860.

1. Management of a Youth Club

General Body

The General Body of the club will include all its eligible members. The Annual Work Plan and the Budget will be presented before the General Body for its approval. There will be at least two meeting of the General Body in a year.

The working committee will include the president, vice president, secretary and treasurer and at least four other members elected by the General Body

Responsibilities of the office bearers

President

The President will preside over the meeting of general Body and working committees according to the rules of the club; will keep in touch with NYK and other youth organisation; will oversee the ongoing programmes and the work progress.

Vice President

Vice President will preside over the meeting in the absence of the president, assist him in his work, will be involved in various sub- committees and carry out the responsibilities of the President in the case of the resignation.

Secretary

The secretary of the club will prepare the minutes of the meetings and present the decisions before the members; will prepare the agenda of the meeting; prepare the

report of club's activities, keep the records, register the members along with the treasurer. He will also be responsible for making the following.

- a) Minutes of last meeting;
- b) Copies of the schemes sponsored by the NYKs, state and central government; copies of the constitution and rules of the club;
- c) List of committee / sub-committees and their report.
- d) Copies of the code of conduct.

Treasurer

The Treasurer of the organisation will collect the membership fees from the members of the club; keep the accounts, assist in preparing the annual budget; suggest the ways for making the club financially self-dependent; assist the secretary of the club in membership registration; prepare the financial report.

2. Suggested activities for youth club

Income Generating Activities:

- Managing fruit/firewood/ornamental/flower plants nurseries;
- Undertaking plantation of common land and individual's land;
- Managing small savings;
- Promoting collective purchase of seeds, fertilizers, pesticides fodder etc.;
- Managing milk cooperatives;
- organising one - day/short duration camps in Agriculture and allied subjects in collaboration with Government Department / NGOs;
- Managing / coordinating Vocational Training Centers;
- Setting up cycle stands, small stalls during village fairs / festivals;
- Managing village fairs / festivals;
- Organizing crops / vegetable and fruit / animal shows;
- Assisting Government Agencies / Bank/ Financial Institution in recovery of loans.

Education and Literacy Activities:

- Organising Literacy Drive.
- Setting up of a Reading Room and Library.
- Managing a Mobile / Circulating Library.
- Setting up a Book Bank.
- Organising community news reading / TV viewing / radio listening.
- Organising general knowledge competitions;
- Education the community about responsibilities and right of citizens.

Health and Environment Activities:

- Launching Immunization Drive.
- Promoting Health Education.
- Helping in providing clean drinking water to the community.
- Managing storage and distribution of contraceptives.
- Motivating target couples for family welfare planning.
- Organising AIDS Awareness Camps / Drives.
- Encouraging the study of fauna and flora.
- Observance of World Health Day, World Environment Day, World AIDS Day.
- Nature camps.

National Integration / Communal Harmony

- Organising rallies / conferences for promotion of national integration and a communal harmony.
- Organising all major religious festivals by involving all religious communities.
- Observing community meals for a few occasions in a year.
- Promoting national values; non-violence, kindness, truth, love, sacrifice.
- Observing National Days.
- Launching Drives: Youth for communal harmony, Youth Against Terrorism etc.
- Generating feeling of national integration and nationalism.

Sports and Games

- Promoting indigenous games.
- Organising daily (on a regular basis) physical training, games and sports for children and youths.
- Organising Coaching Camps according to the need of the village.
- Organising inter-village competitions.
- Assisting in searching talented sports persons.
- Encouraging adventure activities.
- Promoting traditional sports.

Cultural Activities

- Organising periodically cultural performances - community singing folk songs, folkdances, street plays folk plays,
- Organising workshops on folk media, themes of national importance.
- Organising picnics, cycle excursions, sightseeing trips to nearby places.
- Organising inter village and block folk culture programme.
- Organising nukkad natak (streets plays) and plays on national issues.

- Removing superstitions through cultural programmes.

Social Service

- Repairing / maintaining village approach roads, main streets.
- Maintaining school building, tube-wells, irrigation channel etc.
- Maintaining street lighting system.
- Organizing village protection duty at night.
- Assisting during marriages / festivals.

For more activities that can be undertaken and organized by a youth clubs, please refer to 'Model village project and Participatory Resource Mapping Exercise', in Chapter IV at 5 (viii-d) and 5 (ix).

3. Empowerment of Youth Clubs

First and foremost responsibility of a Youth Coordinator is to form Youth Clubs/ Mahila Mandals and equip them to be self reliant and through them ensues the youth/ national development. The conduct and organization of the programmes and activities are the means to that objective. To achieve the same, each NYK ensures the following:

1. Forming of new Youth Clubs/ Mahila Mandals, each year
2. Yearly renewal of affiliation of all already affiliated youth clubs/ Mahila Mandals to weed out the non-existent youth clubs
3. Registration of all unregistered youth clubs/ Mahila Mandals
4. Opening of bank accounts for all Youth Clubs/ Mahila Mandals, if they do not have one already
5. Organizing audit of accounts of all Youth Clubs/ Mahila Mandals.
6. Enrolling adolescent youth as members of Youth Clubs/ Mahila Mandals, in the wake of declaration of National Youth Policy 2003
7. Preparing data base of all affiliated youth clubs/ Mahila Mandals.
8. Training of Youth Club/ Mahila Mandal members for applying for financial assistance for Youth Clubs (FAYC)/ Youth Development Centre (YDC)/ Rural Sports Club (RSC)/ Rural Information Youth Development Centre (RITYDC)/ Outstanding Youth Club Award and for other schemes of Youth Clubs Schemes of Ministry of Youth Affairs and Sports, etc.

II. Societies Registration Act, 1860

1. Introduction

The device of "society" was evolved to fulfill the need of an institution of non-commercial nature for promotion of numerous charitable activities like education, art, religion, culture, music and sport etc. Associations, clubs or societies are formed to help further these causes because they work on non-profit basis. The need for a legal entity, which could own, possess and manage the funds and assets for achievement of charitable or promotional objects, as laid down by donors, is the result of these endeavors. A society can be formed to achieve this end. A society has been variously defined. It has been described as a company or association of persons (generally unincorporated) united together by mutual consent to deliberate, determine and act jointly for common purpose.

2. Comparison between society and company

A society is a non-commercial organization, form for the promotion of the object like art, culture, science, religion etc.

Under the provisions of Section 25 of the Companies Act, 1956, a company can also be formed for non-profit objectives. These may not be charitable. These companies are also allowed to drop the words 'limited' or 'private limited' from their names. The promoters while deciding whether to register themselves as a society or as section 25 company may keep the following distinctive feature in mind:

Features	Society under Societies Registration Act, 1860	Company under Section 25 of the Companies Act, 1956
Objects	Charitable, literary, scientific, etc,	Non-profit activities
Formation	Procedure is simple and easy	Procedure is complicated
Name	Selection of name is not difficult	Name has to be got approved from the Registrar of the Companies
Management	Management of society is easy and simple and not much restrictions imposed under the Act	Provisions of the Companies Act have to complied with and/or complex and laborious, rigid and time consuming
Meetings	Annual meeting of society has to be held as per provisions in the Act. Meeting of governing body are held as prescribed in the rules of the society	All the meetings are to be held as per provisions of the Companies Act, 1956

Penalties	Very few offences and penalties have been prescribed	Provisions under the Companies Act are more stringent and attract more penalties.
Reputation	Registered societies enjoy same reputation as companies	Companies enjoy reputation of status
Legal Entity	A registered society is a legal entity with certain limitations	A registered company is a legal entity.

3. Formation / Registration of a Society

Minimum 7 or more persons, eligible to enter into a contract can form society for various bona fide purposes. (Under the Jammu and Kashmir Act, and Telengana Area Act, only 5 persons can form a society).

4. Eligibility

Besides individual, following persons are eligible to form a society by subscribing to the memorandum of a society:

- Foreigners
- Partnership firm
- Limited company
- Registered society
- Minors not eligible

5. Registration of Society

i. Place of registration

The registration of a society is to be done under the act wherever obtaining and not in the state where the benefit is claimed.

Once the persons proposing to form a society have decided upon the name of the society and have prepared a draft of the memorandum and rules and regulations the society the following procedures would have to be adopted for getting the society registered:

ii. Signing of Memorandum of Association

All subscribers (minimum 7) should sign each page of the memorandum and the signature should be witnessed by an Oath Commissioner, Notary Public, Gazetted Officer, Advocate, Chartered Accountant, Magistrate First Class with their rubber/official stamp and complete address.

6. Documents required to be filed with the registrar of the society

- Covering letter requesting for registration stating in the body of letter various documents annexed to it.
- Memorandum of Association in duplicate along with a certified copy.
- Rules and regulations
- Where there is a reference to any particular existing places of worship like temple, masjid, gurdwara etc. sufficient documentary proof establishing legal competence and control of applicant society over such places should be filed.
- Affidavit of non-judicial stamp paper of appropriate value by President or Secretary of the office.
- Documentary proof house tax receipt, rent receipt in respect premises shown as registered office of a society or 'No Objection Certificate' from the owner of the society.

7. Purposes for which a society can be formed

A society can be formed for the promotion of literature, science or the fine arts or the diffusion of useful knowledge/political education or for charitable purposes. Section 20 of the principal Act specifies the following purposes for which societies may be registered under the Act:

- Grant of charitable assistance
- Creation of Military orphan funds
- Societies established at the General Presidencies of India
- Promotion of
 - Science,
 - Literature,
 - Fine Arts,
- Instructions or diffusion of useful knowledge,
- Diffusion of political education,
- Foundation or maintenance of libraries or reading rooms,
- Public museum and galleries of paintings,
- Works of Art,
- Collections of natural history,
- Mechanical and philosophical inventions,
- Instruments,
- Designs

8. Formation for profit motive prohibited

For a society registered under Societies Registration Act, 1860 or under the Section 25 of Companies Act, profit motive for personal use is disentitled. Whatever profit is made through the working of such a society, is accountable for, and is necessary to put back

the profit in the working of such a society. The Companies Act under section 25 also prohibits any payment of any dividends of its members as part of profit earned.

9. Memorandum of Association

The memorandum of association is a document depicting and describing the objective of its existence and its operation. It defines the permitted range of enterprise. Care must be taken to draft this document so meticulously as to confer all powers on the society, which will be reasonably required for total attainment of the objects.

10. Format of Memorandum of Association

The Memorandum of Association as per the principle Act and Acts passed by various State Governments should contain:

- name of the society
- the objects of the society
- the names, addresses and occupation of the members of the governing body and
- the place of registered office of the society

11. Guidelines for drafting Memorandum of Association

i. Name of Society

- The Registrar of Society may be approached with alternative names to ascertain whether the same are not undesirable and are not being used by other existing societies,
- It should not suggest obscenity or the decency and decorum
- It should not be likely to promote disharmony or feelings of enmity or hatred or ill-will between different religions, racial or regional groups or casts or communities
- It should not be identical or nearly resemble with the name of existing registered society
- It may end with the word 'trust'
- The name should be such that it does not attract the provisions of emblems and names (prevention of improper use) Act, 1950.
- It should not suggest or be calculated to suggest the patronage of the Government of India or connection with local authority or any corporation or body constituted by the government under any law for the time being in force.
- If it is proposed to give all India character to the society and words 'all India' or "Akhil Bharatiya" are to form part of name the society must have its constituents in atleast eight different states of Indian union.
- Words 'cooperative', 'land development', 'reserve bank', 'union', 'state', or any other word expressing or implying the sanction approval or patronage of the

central or any state government and 'Municipal' or 'Chartered' or any word which suggests or be calculated to suggest connections with any municipality or other legal authority may not be used without the previous sanction in writing of such authority.

- The above provisions while selecting a name for the proposed society may guide the subscriber of the Memorandum of Association. The Registrar has the power to refuse registration if the name is inconsistent with these guidelines.

ii. Registered Office of the Society

Even though the principle Act does not require the mentioned of the address of the registered office in the Memorandum of Association of the society, it is always better to mention the address of the registered office in the memorandum so that communication or notices may be sent to the society at such address.

iii. Objectives of the Society

The society once formed has to act within the framework of the object clause. Any action of the society outside the framework of the object clause may be declared as beyond the permitted scope of the society besides being null and void. Therefore, it is advisable to draft the object clause with full caution and care keeping in view the present and future requirements of the society.

iv. Names & Address of Governors, Councils, Directors of Committee

Principle Act and the State Act require that the Memorandum should contain the names, addresses and occupation of the above captioned.

Whether a member is called a governor or director or president, it does not affect his status.

These office bearers have distinct existence from individual members. The administration and management of the society is interested to them jointly.

v. Rules & Regulations of the Society

The rules and regulations of the society are framed to guide the members of the governing body or the persons interested with the management of the society to regulate the functions of the society and for its internal management. The rules help the management in carrying out the objects of the society. They are binding on the members of the society. The rules, which are inconsistent with the provisions of the Act, are inoperative although registered with the Registrar of Societies.

vi. Signature on Rules & Regulations

The rules should be signed by atleast three members of the governing body.

12. Effect of registration / Non-registration of a society

The Societies Registration Act, 1860 lays down procedure for registration of societies for various bonafide purposes.

The registration gives the society a legal status and is essential

- for opening bank accounts,
- obtaining registration and approvals under Income Tax Act,
- lawful vesting properties of societies, and
- gives recognition to the society at all forums and before all authorities.

When the society is registered, it and its members become bound to the same extent, as if each member had signed the memorandum.

A society, registered under this Act, must confine its activities to the sphere embraced by its objects.

A tax imposed on a society is one imposed on the society and not on its members.

A society registered under the Act enjoys the status of a legal entity apart from the members constituting it. A society so registered is a legal person just as an individual but with no physical existence. As such it can acquire and hold property and can sue and be sued.

The society should be registered under the Act to acquire the status of juridical person.

In the absence of registration, all the trustees in charge of the fund have alone a legal status and the society has no legal status, and, therefore, it cannot sue and be sued. A non-registered society may exist in fact but not in law. It is immaterial under the Act whether the society is registered but where the benefit is claimed, the registration of society under the Act is required. An unregistered society cannot claim benefits under the Income-tax act.

13. Accounts & Audits

The societies are in possession of funds and properties provided to them by the members or by other persons (by way of donation etc.). The funds and properties are interested for the attainment of objects for which the society has been formed. The members of the governing body are the trustees who apply the funds. It becomes necessary, that the societies maintain regular account books and get them audited and

present them to the members at the general meeting and file them with the Registrar for scrutiny. Every society should get its accounts audited once a year by duly qualified auditor and have balance sheet prepared by him. The auditor should submit the report showing the exact date of financial affairs of the society.

14. Litigation

As every society is a legal entity separate from its members it is capable of filing suits against any person or any member. Similarly, the suits can also be brought against the society.

The registered society can file a suit anywhere in India and in any state although it is not registered in that particular state.

15. Enforcement of judgment against Society

The judgment of decree passed against any person or officer of the society, who represents the society in the legal proceeding, cannot be enforced against the personal property of such person. The property of the society shall only be liable to pay for the decree passed against a society. This protection has been given to the office bearers of the society under the principal Act.

Youth Club may also register under Foreign Contribution Registration Act

III. Foreign Contribution (Regulation) Act (FCRA),1976

1. Important provisions of FCRA

i. Registration Procedure

In order to obtain registration under FCRA, the applicant organisation should be a legal entity i.e. registered as a society, trust or charitable organisation and should have been working for a period of at least three years. The application for registration is to be made in from FC-8 along with (i) the memorandum of association; (ii) a certified copy of the registration certificate; (iii) a report on the organisations activities; and (iv) a copy of the audited accounts for the last three years.

Application duly signed by the chief Functionary should be sent to the Secretary FCRA division, Ministry of Home Affairs, Govt. of India.

ii. Prior Permission Procedure

The organisations denied registration can only accept foreign contribution by obtaining prior permission, The applications for prior permission, duly signed by the Chief Functionary, should be forwarded with the following with the enclosures (i) a commitment letter the donor agency; (ii) a copy of the project report of the activities to be carried out within the specified time -frame; and (iii) a copy of the Gazette notification of the Central Government directing the organisation to seek prior permission, if any.

iii. Operation of Bank Account

Only one bank account should be maintained and operated exclusively for receipt of foreign contribution. The details of such account should have been informed to the FCRA Division while making the application for registration or prior permission.

If the organisation wants to change the designed bank account, a fresh application must be made, justifying the reasons for such a change.

No local contribution, or any grant from national should be transacted through this bank account. Similarly, no funds should be transferred to any other bank.

iv. Filling of Returns

Every organisation in receipt of foreign contribution must furnish to the Secretary, FCRA Division, the following returns in duplicate within a stipulated time from. the closing of the financial year.

- Form FC-3 duly signed by the chief functionary and certified by the C A;
- The balance sheet as on 31st March;
- The Receipt and Payment Account for the year ended 31st March; and
- A list of contribution in kind and utilisation thereof.

v. Maintenance of Account

A separate set of books account must be maintained exclusively for foreign contribution received and utilised.

vi. Penalty

Any person who accepts and assists any person of association in accepting any foreign contribution in contravention of the provisions of the Act shall be punishable with improvement for upto five years or with fine or both.

Annexure - I - A

**Annual Action Plan for Regular Programmes of Nehru Yuva
Kendra _____ For the Year 2005- 2006**

NYK Code _____

Nehru Yuva Kendra _____ District _____

Region _____ State _____ Zone _____

Name of the Youth Coordinator _____

Name of the Regional Coordinator _____

Name of the Zonal Director _____

Total No. of Blocks in the district _____

No. of Regular Programmes: _____

No. of Programmes in Collaboration with
other Departments _____

Total Funds to be mobilised from other Agencies Rs.

No. of Blocks selected for regular programmes _____

No. of Youth to be trained in VTP/TSEP Male _____ Female _____ Total _____

No. of Youth to be employed after imparting them training either through self-supporting
projects/programmes or sustainable employment :

Male _____ Female _____ Total _____

3. Vocational Training Programme

Name of Block	Month	No. of Prog.	Trade Selected for Training	Duration of Training (From-To)	Training Institution/other Deptt. for coordination	No. of participating Youth Clubs	No. of Participants	Budget (Rs.)				
								Honorarium to the instructor at the rate of Rs.	Honorarium to the Resource Persons (No. of Resource Persons)	Purchase of Raw Material	Organisational Expenses	Total Budget per VTP

Please Plan Budget for each VTP within the ceiling of Rs. 10,000/- for longer duration VTP and Rs. 5,000/- for shorter duration VTP

4. Training in Self Employment Programme

Name of Block	Month	No. of Prog.	Trade Selected for Training	Duration of Training (From-To)	Training Institution/ other Deptt. for coordination	No. of participating Youth Clubs	No. of Participants	Budget (Rs.)				
								B & L	TA to Participants	Organisational Expenses	Total Budget	

Please Plan Budget for each Trade within the ceiling of the allocated Budget

Sports Promotion Programme

6 (a). Sports Material Purchase

S.No.	Type of Sports Material to be purchased	Quantity	No. of Youth Clubs to whom the Material is to be distributed
Total			

7. Workshop and Seminar

S. No	No. of Programme organised	Topic of Seminar Workshop	Venue	Duration (From - to) Date	No of participants	No. of participating Youth Clubs/ Mahila Mandals	Budget Break up
Total							

9. Organisation of Celebration of National and International Days and Weeks including National Youth Day, Week and Awards (Minimum 15 days/week programmes other than NYW) :

Name of Block	Name of Day, Week	Type of activity/ Programme	Duration (From-To) Date	No. of participating Youth Clubs	Budget (Rs.)
Total					

10. District Level Youth Convention

Venue	Proposed Month	Objective	Duration (For-to)	Number of Participating Youth Clubs/Mahila Mandals	Number of Participation Male/Female	Budget
Total						

Annexure -I

Details of Voluntary Blood Donors (Voluntary Blood Donors Directory)

Enrollment Sr. No.	Name	Father's / Husband's Name	Address for Communication (with Village, Block)	Permanent Address (with Village, Block)	Tel. Number (s) or any contact no.	Age	Sex	Qualification	Employed/ Self-employed/ Un-employed	Donated Blood Earlier Yes/No	No. of times Donated	Blood Group	Name & address of Youth Club/ Mahila Mandal

Signature of Youth Coordinator
Name of Youth Coordinator _____
Office Seal

Monthly Progress Report for Voluntary Programmes (To be sent with MPR)

NYK Code _____ **Dist.** _____ **Region** _____ **Zone** _____

Name of Programme	No of Programme	Activities	Days	Place	Amount of Resource Mobilized	No of Participating Youth Clubs	Participants/Beneficiaries						
							Gen M	F	SC M	F	ST M	F	Total M
Voluntary Blood Donation Programme (Blood Directory)													
District Resource Mapping													
World Environment Day													
Coordination Programme													
Circulating Library													
Others, if any (Please specify)													

Date :

Signature of Dist. Youth Coordinator

Note: - Detailed narrative report on all above programmes should be sent along with Press clippings & action Photographs

Consolidated MPR (Voluntary Programme)

Region _____

No. of NYKs in the Region _____

Name of the Regional Coordinator _____

Sl. No	Name of the Programme	No of Prog	No of Youth Clubs Participated	Amount of Resource Mobilized	Beneficiaries/ Participants		
					Male	Female	Total
1	Voluntary Blood Donation Campaign (Blood Directory)						
2	District Resource Mapping(PLA)						
3	World Environmental Day Programme						
4	Coordination Programme						
5	Circulatory Library						
6	Others if any (Pl. specify)						

Date:

CC Director Programme NYKS (HQ)

Signature of Zonal Director

Nehru Yuva Kendra Sangathan

NYK : _____ State _____

District Youth Award Scheme : Youth Leaders

(Form, complete in all respects, must reach in NYK Office on or before 30th November)

1. a. Name of Youth : _____

b. Father's/HusbandName : _____

2. a. Date of Birth : _____

b. Age on 31.12.200 : _____

3. Educational Qualification : _____

4. Occupation : _____

5. Name of Youth Club/organisation of which he/she is a member:

6. Designation, if any, in the Youth Club/Organisation _____

7. Experience in Youth Work (in years): _____

8. Details of Youth Work during the last one year
ie April to 31st March _____
(Please enclose a separate sheet giving
details of work and achievements)

9. Details of training programmes attended
(related to Youth Work): _____

10. Complete Address: _____

Date : _____

Signature _____

Postal Address _____

TO WHOMSOEVER IT MAY CONCERN

Certified that the particulars given above are correct. He/She has a good reputation in the community. I recommend his/her name for the District Youth Award.

Signature _____

Date : _____

Name of the President/
Secretary : _____

Name & Address
of the Youth Club : _____

Recommended

Signature _____

(of Sarpanch/Village Pradhan/Chief of the Panchayat)

Name : _____

Name and Address of Panchayat _____

Date: _____